

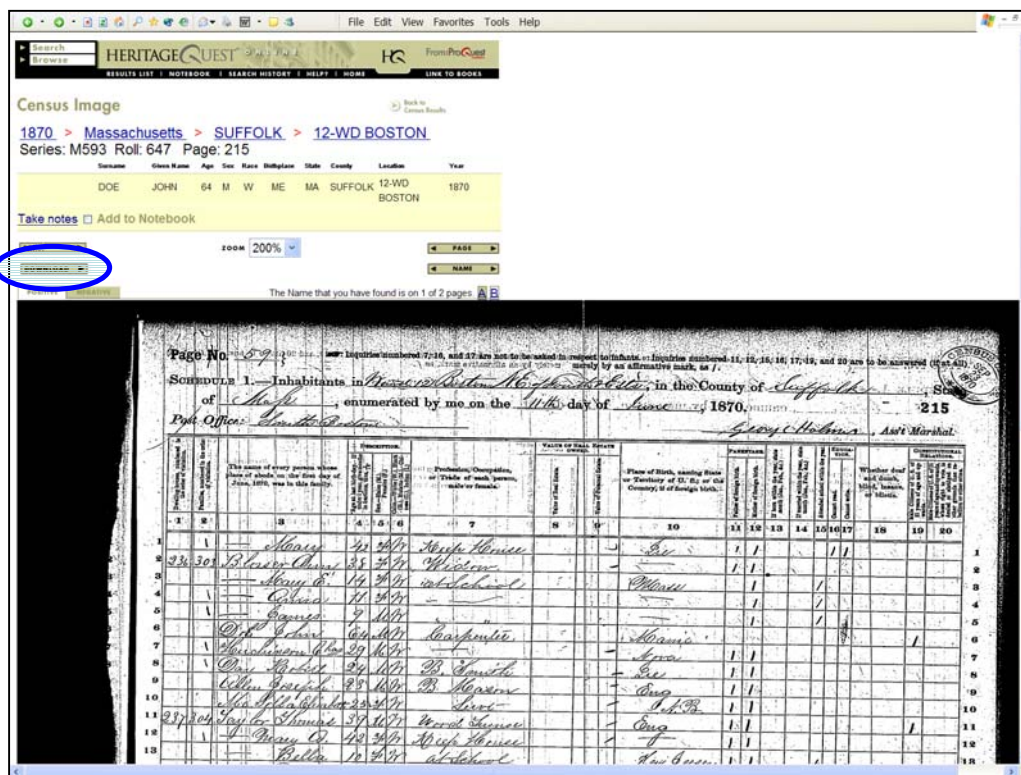
HeritageQuest Online™

Printing Enlarged Census Images

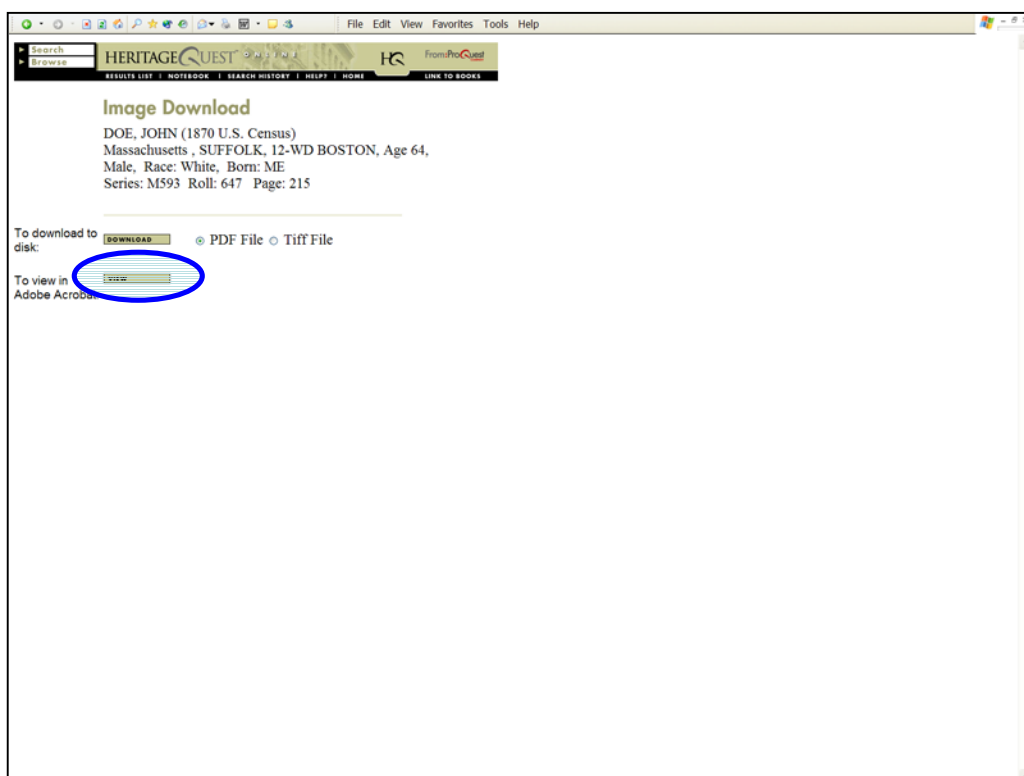
Note: To get the best results when printing census page images from HeritageQuest Online, you must be using Adobe Acrobat Reader, Version 5.0 or higher. If you are not currently using version 5.0 or higher, we recommend that you download and install the latest version.

To print a copy of the entire census page you are viewing, you can use the standard Print button **PRINT** within the HeritageQuest Online interface. However, you may obtain better results by selecting sections of the page and printing these sections from within Adobe Acrobat Reader. Follow these steps:

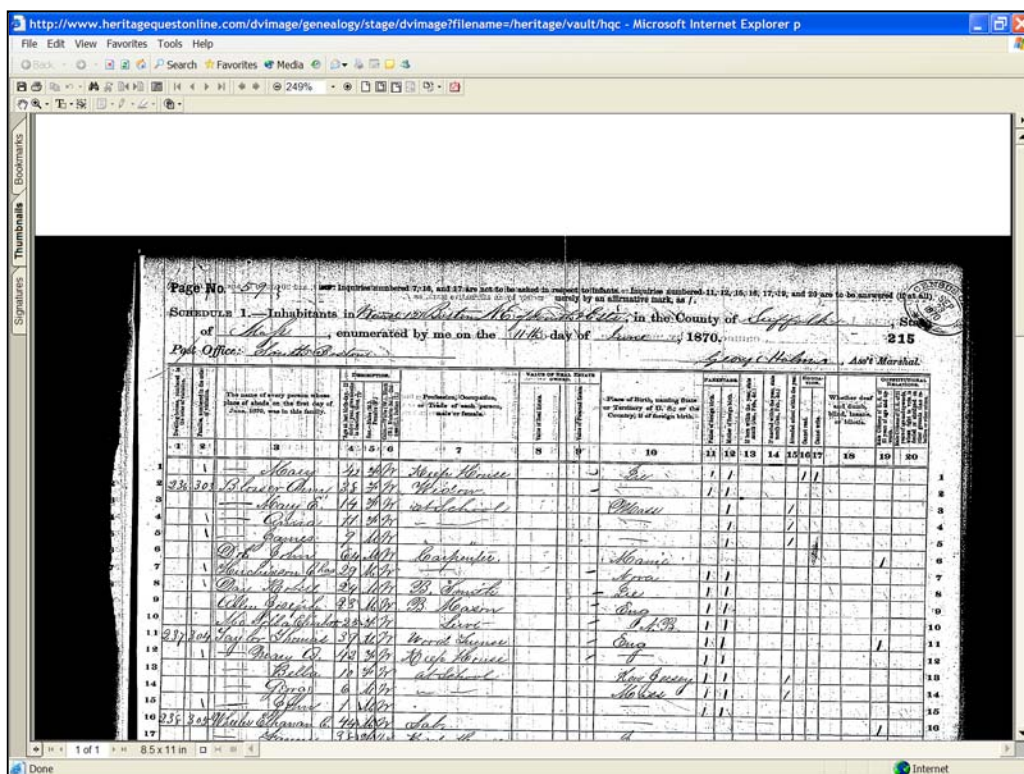
1. Begin by making sure you are viewing the census page you want to print.
2. Click on the Download button just above the census page (see circled area below):



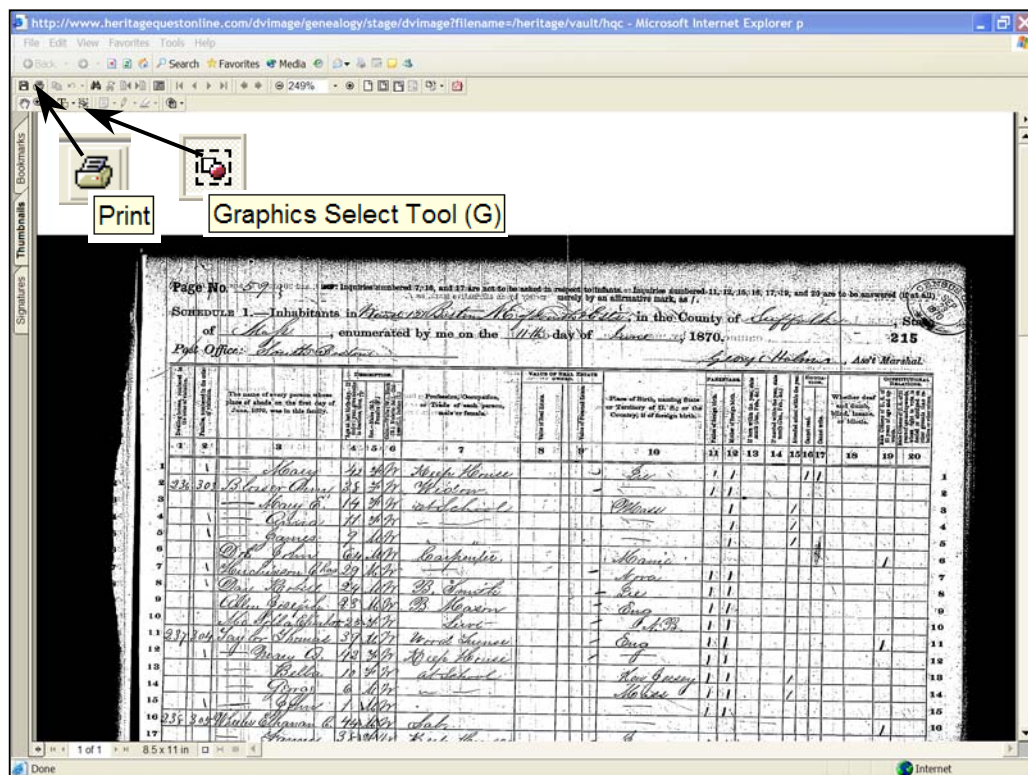
- To view the census page in Adobe Acrobat Reader, click the View button (see circled area below):



- You should now see the census page within the Adobe Acrobat Reader plug-in (and within the browser window), as shown below. You may need to maximize the window to improve your view.



5. To print a section of the census page and make it larger and more readable on paper:
 - a. Click on the Graphics Select Tool button. (The exact location of the tool button may vary.) Then, by holding down the left mouse button, click and drag the crosshair pointer to select a section of the census page to print. You will see a thin dotted box around the section of the page you have selected.
 - b. When you have selected an area to print, click on the Adobe Acrobat Reader Print button. (Caution: Do not click on the browser's Print button, which is usually found near the top of the window.)



- c. The Adobe Acrobat Reader Print dialog box will appear. Select **Expand small pages to paper size** in the Print dialog box (see circled area below). The selected section of the census page will expand to fit the selected paper size as shown in the Preview pane.
- d. Set the print options in the Print dialog box:
- To change the page layout, click the Properties button on the Print dialog box. Within the Properties dialog, select **Landscape** instead of **Portrait** orientation. Click the OK button.
 - If **legal size** paper (11" x 14") is available, click the Properties button on the Print dialog box. Within the properties dialog, select legal paper size (or in some cases, click on the Advanced button *within* the properties dialog box and select the legal paper size.) Click the OK button(s).
- e. You should be back to the Adobe Acrobat Reader Print dialog box. When you are ready to print, click the OK button in the dialog box.

